

CONFIDENTIAL
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TO : Chief, Engineering Division/OC

FROM : Acting Chief, Inspection Branch/PD/OI.

SUBJECT: Inspection Under Contract No. [] Task Order No. 7

SEP 10 1957

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Requisition No. []

Purchase Order No. []

25X1

With []

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1. In accordance with your request, the responsibility for performing the inspection duties of the subject contract is assigned to your Division. One of these basic duties involves the monitoring of the Contractor's performance at his place of business to ascertain that it meets the quality standards of the contract.

2. In order to assure proper evaluation of this Contractor's ability and adequacy of performance, it is requested that a report be forwarded to this Division for each inspection performed, either at the Contractor's plant or on final acceptance at point of delivery. These reports should include information regarding the number of items accepted and rejected, the reasons for any rejections, and the progress of the work in relation to the contractual provisions for delivery. The report covering final inspection and acceptance, or at such intermediate time as may be appropriate, should include an evaluation of the overall performance of the Contractor concerning his technical ability, accomplishments on the work performed, and any other factors which may affect contractual relationships in the future.

3. The inspection responsibility will also include the authentication of the need for and proper use of Government-furnished and accepted equipment and supplies, and, where required, the checking of Bills of Material against materials claimed to be used by the Contractor to assure qualitative and quantitative accuracy for audit and/or final negotiation and settlement of the contract.

4. It is further requested that a copy of this memorandum be returned to the undersigned at Room 2-28 Quarters Eye accepting this responsibility and indicating the following:

Board of Inspector

It is requested that a report of satisfactory performance be made whenever services are rendered, and in all cases a report be made at intervals of not more than sixty days.

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Distribution:

Orig. and 1 - Addressee

2 - Contract Jacket

OI/4

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